

# **NCDOJ Consumer Protection Grants**

## **Sample Grantee Reporting Guidelines**

During the term of the grant, it shall be required of \_\_\_\_ (Grantee) \_\_\_\_ to provide both interim and final written reports as required in NCGS 143-6-21 et seq. and related statutory and administrative rule provisions which are found on [www.ncgrants.gov](http://www.ncgrants.gov) website and to the Attorney General's Office. Please refer to your specific grant agreement for a schedule of your report due dates.

The report to the Attorney General's Office (AGO) should include a narrative and all relevant financial attachments. If the grant to your organization supported a particular project, the report should focus specifically on that project. Please submit one hardcopy and one digital copy via email. Other documents may be requested by the grant administrator. Such periodic reports are necessary not only for proper oversight to ensure accountability, but also serve as a valuable learning tool for both your organization and the AGO. The thoughtful and sincere review of your organization's experience is greatly appreciated.

Any questions should be directed to Beth Smoot, Consumer Protection Division, at [CPGrants@ncdoj.gov](mailto:CPGrants@ncdoj.gov), tel. (919) 716-6538.

### **Sample Narrative Report Requirements**

1. Please limit answers to each of the questions below to no more than one page.
2. Describe your progress towards the grant outcomes that were outlined in your proposal.
  - a. What has been the actual impact for participants due to your program?
  - b. If the project delivered services, please indicate numbers of clients served.
  - c. Please describe clients' demographic information and the geographic reach of the population served.
3. In writing your interim report, please focus on reporting both your progress up until the time of the report as well as on describing how you plan to proceed.
4. Describe your successes and accomplishments as well as the challenges you have encountered.
  - a. How did you respond or how do you plan to respond to the challenges of your project?

5. Give specific examples highlighting any changes in your project plan, timeline, staff or finances that affected the project's outcomes. Include a summary on any adjustments you have had to make on your original proposal.
6. Describe your future goals and plans for the program.
7. In the final report, please inform us of whether the grant was beneficial or ineffective in regards to your project and include an evaluation of your project. In doing so, please describe the method you used to evaluate your project.

### **Financial Report Requirements**

1. Using an excel spreadsheet provide the AGO with a detailed budget report. Please include all actual versus budgeted expenditures. Please include specifically how funding from the AGO was expended, including all costs associated with the project, staff and contractor salaries, equipment purchases and travel expenses.
2. Please include and explain any significant variances in your budget from what you proposed prior to the commencement of your project in your narrative report.
3. Include an explanation of any left over grant funds, or funds that were not spent on the approved project.
4. Be prepared to support all expenditures made with AGO monies with receipts and/or invoices.